

23 FEB 1962

MEMORANDUM FOR: Director of Central Intelligence

SUBJECT :

REFERENCES : (a) HR [ ] Involuntary Separations  
(b) Memo from DD/I to D/Pers dtd 15 Jan 62; Subject:  
Discontinued Service Retirement for Miss  
[ ] (TAB A)

1. This memorandum contains a recommendation for your approval. Such recommendation is contained in paragraph 5.

2. [ ] is an Intelligence Assistant, GS-9, who until recently was assigned to the Senior Research Staff on International Communism attached to the Office of the Deputy Director (Intelligence). [ ] was born on 8 January 1906 in Evansville, Indiana. Her educational background consists of a bachelor's degree in music plus several years of graduate study in political sciences. Her pre-CIA employment includes secretarial work for the International Harvester Company from 1929-1940, and then progressively more responsible secretarial positions in various Federal agencies. She has worked as a secretary for the Joint Chiefs of Staff, and, immediately prior to her employment with this Agency, as secretary to the Naval Aide to the President. She entered on duty with the Agency on 21 January 1953 as a Secretary, GS-9, and over the past nine years has worked as an Administrative Assistant and Intelligence Assistant in various offices of the DD/I. Her job performance has been rated excellent.

3. Following a survey last fall by the Office of the Inspector General, it was decided by the Deputy Director (Intelligence) and the Director that the Senior Research Staff on International Communism would phase out its activities by approximately the first of this year. In accordance with this determination the functions of the Senior Research Staff have been brought to a conclusion and the members of the Staff reassigned or provided for through appropriate administrative action. In the case of [ ] however, strenuous efforts over a six-month period have failed to locate a suitable position for her elsewhere in the Agency commensurate with her grade, background, and experience.

4. As a consequence of these unsuccessful efforts to reassign Miss [ ] the Deputy Director (Intelligence), in a memorandum to the undersigned dated 15 January 1962, recommended that action be taken to terminate

SUBJECT: [REDACTED]

her employment with the Agency. On 6 February 1962, representatives of the Office of Personnel apprised [REDACTED] of this recommendation and gave her an opportunity to reply. She stated that she did not choose to contest the proposed action, and did not elect to request a personal hearing or file a written statement.

5. On the basis of the unsuccessful reassignment efforts made in the case of [REDACTED] it appears that she is not fully capable of performing the duties of existing positions at her grade level and is therefore not qualified for continued employment by the Agency. Accordingly, I recommend that you approve the termination of the employment of [REDACTED] under the provisions of Section 102(c) of the National Security Act of 1947, as amended. In view of her age and years of Federal service, [REDACTED] will be eligible for a discontinued service annuity in the event her employment is involuntarily terminated.

/s/ Emmett D. Echols

Emmett D. Echols  
Director of Personnel

Attachments:

1. TAB A
2. Official Personnel Folder

CONCUR:

5  
Deputy Director  
(Support)

28 FEB 1962  
Date

Based on the recommendation of the Director of Personnel and my review of the case, I deem termination of the employment of [REDACTED] advisable in the interests of the United States, and pursuant to the authority vested in me by Section 102(c) of the National Security Act of 1947, as amended, I hereby terminate such employment effective no later than thirty (30) days after she has been notified of this decision unless [REDACTED] elects to resign from the Agency prior to the date when termination would become effective.

(Signed) JOHN A. McCONE

Director of Central Intelligence

10 MAR 1962

Date

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OP/SA/D/Pers [REDACTED] (23 Feb 62)